

Program Analyst

Description:

The Program Analyst will be responsible for conducting performance audits of state agencies, local governments, and local school districts in accordance with Government Auditing Standards.

Responsibilities:

- Assist with audit planning and risk assessments.
- Develop work plans detailing data and analysis necessary to evaluate activities of agencies.
- Assist with conducting data quality assurance procedures.
- Review audits performed by internal/external auditors.
- Collect and document data related to entities' performance through reviews of files, records, and documents, interviews, surveys, and statistical analysis.
- Compile and analyze data collected and evaluate program efficiency, economy, and effectiveness.
- Conduct audit procedures and prepare audit documentation.
- Identify control weaknesses and develop recommendations to address those weaknesses.
- Write reports presenting the conclusions of the evaluations.

Requirements:

- Graduation from an accredited college or university with a master's degree in a social science, government, public administration, business or business administration, economics or other related area
- Knowledge of spreadsheet, word processing, database, and statistical software
- Ability to work both in a team setting and independently
- Excellent analytical and communication skills (written/verbal)

Interested candidates should submit a letter of application, resume, and the names of at least three (3) references.